PROCEDURE

Effective Date: 5/3/12
Authority: POL-U5400.05
Approved By: Chyrel Wolfe-Lee, Director of Human Resources
Using University Resources

Cancels:

See Also:  
POL-U5400.21 Managing Wireless Voice/Data Devices  
PRO-U5400.21C Requesting Use of Department Wireless Phone  
FRM-U5400.21C1 Department Wireless Phone Use Agreement

PRO-U5400.05A MONITORING LAND LINE LONG DISTANCE AND DEPARTMENT WIRELESS DEVICE CHARGES

**Action By:**  
Department Financial Manager

1. **Approves** long distance access for each employee based on job duties.

2. **Communicates** department policy/procedures on long distance phone/fax usage to supervisors (see sample department policy).

3. **Delegates** review of fax charges to an employee.

**Action:**  
Supervisor

4. **Ensures** employees receive department policy/procedures on long distance phone usage.

5. **Ensures** any employee issued a department wireless device reads the:  
   - Requesting Use of Department Wireless Phone procedures  
   - Department Wireless Phone Use Agreement

Employee

6. **Reads** and **follows** policy, procedures, forms given by supervisor.

Telecommunications

7. **Sends** department contact monthly telecom bill.

Department Contact

8. **Reviews** phone charges for abnormal activity (i.e. unusually high amount of total or individual charges, location of phone numbers, and/or repetitive calls that do not appear to be consistent with duties of position).

   8a. If abnormal activity present, **reviews** with employee to justify.

   8b. **Documents** justification.

9. **Reports** any concerns (other than de minimus use) to employee’s supervisor.

10. **Demonstrates** a review was conducted by some form of documentation (e.g. signature on telecom report) even when no concerns are present.
10a. **Highlights** items of concern and **document** action taken.

11. **Determines** if concerns are valid and reviews appropriate action to take with Financial Manager based on current issue and related history of employee.

12. **Ensures** appropriate corrective action is taken.

13. **Documents** action taken including all communications with employee.

14. **Provides** all review documentation to Department Contact to retain.

15. **Retains** all relevant documentation for six years in a manner that is easily accessible in the event of an audit.

16. **Ensures** internal process for collecting and retaining documentation for 6 years.